

MEETING OF THE CITY OF ZILWAUKEE PLANNING COMMISSION

October 9, 2013

The meeting was called to order at 6:00 P.M. by Chairperson K. Hyde.

Roll Call:

Present: Norm Burke, Dennis Duro, Ken Hyde, Tom Luplow and Steve Thayer.

Excused: Betty Comstock and Rich Metiva.

Also Present: Mayor Gene Jolin.

The minutes of the September 11, 2013 meeting were considered. A motion was made by S. Thayer, supported by N. Burke, to approve the minutes. The motion carried.

Old Business:

K. Hyde mentioned the proposal situation for the new Master Plan. It was mentioned J. Stemple is not involved in this. J. Stemple mentioned he had sent samples from the City of Saginaw for proposal requests to Adm. J. Zittel. When proposals are received the Planning Commission will go over them and meet with the companies.

K. Hyde mentioned he had attended the City Council meeting on October 7, 2013. He mentioned P. Rouech had resigned from the Planning Commission due to being unavailable for several of the meeting dates but he will be on sub-committees if available. D. LaBeff will also be on sub-committees. D. Duro was reappointed to the Planning Commission by the Council to fill P. Rouech's position. K. Hyde mentioned a discussion at Council regarding the number of members on Planning Commission. The Council felt a 7 member commission would be adequate. It was mentioned that Councilperson Comstock reported that in the last 5 years there have only been 4 meetings where all 9 members were present. Changing the number of members on the Planning Commission from 9 to 7 will require amending the Ordinance. The first reading required for this amending was read at the October 7, 2013 Council meeting. The second reading will be at the November 4, 2013 Council meeting. There will be a notice published in the Saginaw News.

K. Hyde distributed samples of "by laws" for the Commission members to go over before the next meeting and have discussion on them at that time. He mentioned the last four (4) pages of the packet were regarding site visits for site plan approvals.

N. Burke questioned J. Stemple regarding site plans and if it is based on a building permit. This was in reference to the conversation at the September meeting (section 31.311 page 45, #2). J. Stemple stated requirements for a building permit were based on the zoning ordinance. K. Hyde mentioned this was questioned in regards to the Pro Met building on the corner of Venoy and Kochville roads and whether they needed a building permit or site plan for the work Charter is doing there. J. Stemple mentioned they are constructing a fire wall in the building and no site plan is required at this time.

New Business:

There was some discussion regarding if a member of the Planning Commission should be on the Zoning Board of Appeals. N. Burke mentioned according to the Zoning Enabling Act 110, 2006 it states that one member of the Planning Commission MAY be a member of the Zoning Board of Appeals but they do not need to be. J. Stemple will check before the next meeting to be sure one active member of the Planning Commission does not need to be on the Zoning Board of Appeals according to the Planning Enabling Act.

John Stemple Updates:

There was discussion on the new Ordinance book and that there is an office copy for members to use. It was mentioned that it could be looked at on a web site. This is www.municode.com

J. Stemple stated he is working with Adm. J. Zittel on several issues.

1 - Rental Housing. It was mentioned that the City has no minimum standard housing codes. The first reading of House Regulations/Non-Owner Occupied Housing Registration Process and Fee's was read at the October 7, 2013 Council meeting.

2 - A General Business License Ordinance. The first reading for this was at the October 7, 2013 Council meeting. With this license the City can have more control.

3 - An Intergovernmental Agreement was discussed which would link the Cities of Saginaw and Zilwaukee. This would make issues easier to handle regarding zoning and building decisions. The City of Saginaw is open to this but it will need formal approval.

Audience Participation:

None.

A motion was made by N. Burke, supported by D. Duro, to adjourn. The motion carried. Meeting adjourned at 6:55 P.M. **The next meeting will be on December 11, 2013 at 6:00 P.M. This is the second Wednesday of the month.** The November meeting will not be held due to the deer hunting season and lack of a quorum.

Respectfully Submitted,

Carole Inman, Recording Secretary